

CIA INTERNAL USE ONLY

DTR-4297

15 DEC 1969

MEMORANDUM FOR: DD/S Information Processing Coordinator

SUBJECT: ADP Report as of 31 December 1969

REFERENCE: Memo to DTR from DD/S IFC, dtd 9 Dec 69,
subj. Consolidated Report on Information
Handling and ADP Management

1. The Office of Training submits a negative ADP report for the period 1 July 1969 through 31 December 1969. We have no changes in on going systems to report at this time. Benefits remain as previously reported.

2. If any questions arise, please contact [redacted] Information Processing Coordinator for the Office of Training.

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[redacted]
HUGH T. CUNNINGHAM
Director of Training

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DD/S 69-5517

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MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
✓ Director of Training

DTR-4278

SUBJECT : Consolidated Report on Information
Handling and ADP Management


REFERENCES : (a) IHC-D-130/1, dtd 22 May 1969
(b) BOB Circular A-79, dtd 23 May 1967

1. References (a) and (b) contain the requirement for preparation of semiannual reports. The reports covering the period 1 July 1969 through 31 December 1969 are now due. Because these reports on Information Handling and ADP Management contain considerable redundancy and cover identical reporting periods, a consolidated contribution will be prepared beginning with this reporting period. The general reporting instructions and format used for the BOB Circular A-79 (Sections I and II only for the mid-fiscal year report) will be used for the consolidated report. The January due date for the ADP Management Report, however, has been adjusted to correspond with the IHC deadline. The consolidated submission is due in O/PPB by 31 December 1969.

2. Offices should exercise care in observing IHC requirements to identify and explain ADP activities as they relate to the Intelligence Community. The BOB context requests reporting of significant data in which ADP benefited the Agency's substantive programs. From your reports, a combined Support Directorate report will be prepared for forwarding to the IP Staff, O/PPB. A final screening by the IP Staff will result in the preparation of an Agency-level response to satisfy both the IHC and BOB requirements. In cases where no significant accomplishments or benefits can be related to your Office's activities through the use of ADP support, negative reports are requested.

3. In order to afford timely review and approval of Office submissions for the Support Directorate input, I will need your reports, in duplicate, no later than 22 December 1969. Reports should be submitted on the attached format, or in facsimile.

25X1


DD/S Information Processing Coordinator

Attachment (2 copies)

CONFIDENTIAL

SEMIANNUAL REPORT OF ACCOMPLISHMENTS
IN THE USE AND MANAGEMENT OF ADP
(References: BOB Circular A-79)
IHC-D-130/1

Reporting Organization: _____ Period Covered: _____

SECTION I. ACCOMPLISHMENTS IN THE USE OF DIGITAL COMPUTERS

Describe significant accomplishments with computer-based systems (i.e., computer applications) which were initiated or revised significantly during the report period.

Furnish the information in Parts A and B for each such application separately.

PART A. DESCRIPTION OF COMPUTER-BASED SYSTEM

Agency Program Supported.

Category _____
Subcategory _____
Element _____

System Description. Explicitly describe the computer application and explain its relationship to the Intelligence Community. Identify and explain contractor involvement, if any.

PART B. BENEFITS. Explain under one (or more) of the categories below.

Manpower. Cite net manpower savings for the customer (user); indicate whether actual or projected (best estimate).

Dollars. Cite net dollar savings for the customer (user); indicate whether actual or projected (best estimate).

Service. Explain improvements in service achieved.

Other Benefits. Explain.

SECTION II. ACCOMPLISHMENTS IN THE MANAGEMENT OF ADP ACTIVITIES

Describe significant ADP management accomplishments during the report period. Explain each one separately, using the appropriate category(ies) below and quantify the benefits, if feasible (e.g., amount of ADP equipment and manpower savings). Explain the relationship to the Intelligence Community. Identify and explain contractor involvement, if any.

Standardization within or among computer systems or ADP Units.

Integration of computer-based systems on an interagency or intra-agency basis.

Research and Development achievements to improve ADP technology, techniques or systems.

Consolidation of computer facilities, staffs, etc.

Sharing computers or ADP personnel.

Excess Equipment acquisitions via the excess property route to permit release of rented equipment or in lieu of acquiring additional new equipment for the Agency.

Procurement contracts negotiated under more favorable terms than those provided in the Federal Supply Schedule.

Other ADP management accomplishments.
